



GSA Federal Acquisition Training Symposium

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HCaTS Overview Human Capital and Training Solutions

Name: Jo-Ann Lee

Title: HCaTS Program Manager

Agency: GSA

Date

Agenda

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2. Benefits of HCaTS
3. Contract and Contractor Information
4. Flexible and Easy to Use
5. Scope
6. How to Use HCaTs
7. Tools for the Ordering Office
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9. General Contract Information
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Background

- Awarded in partnership between GSA and OPM to deliver a superior Human Capital, Training & Development and Organizational Performance Improvement procurement solution.
- Consists of two separate contract vehicles:
 - HCaTS: Full and open
 - HCaTS SB: Small business set-aside
- Strong small business participation opportunities and category management participation credit.
- Emphasis on supporting program/mission-based needs and program/mission-based partnerships with CHCO/CLO/HCM support teams.

Benefits of HCaTS

- Civilian, military, intelligence and non-appropriated fund programs/organizations can consolidate spending for customized Human Capital, Training and Organizational Improvement initiatives onto a single contract vehicle.
- HCaTS Program resources can help strengthen requirements for more effective Human Capital Management (HCM) solutions.
- Access to best-in-class, experienced Contractors in all business sizes and socio-economic categories.
- Allows for long term, complex program requirements due to the ordering period up to 16 years and a program ceiling of \$11.5 billion.

Benefits of HCaTS (continued)

- Can be accessed via HCaTS Direct and HCaTS Assisted Acquisition options
- Focused on quality outcomes, assisting agencies in achieving them and sustaining results through a Community of Practice (CoP)
- Flexibility to use all contract types and hybrids
- Benefits over agency-issued, stand alone contracts
 - Saves time, money, and agency resources
 - Simpler due to fewer FAR requirements for task orders
 - Mitigates protest risk compared to agency stand-alone contracts
- Opportunity to meet or exceed small business goals in all categories
- Free, optional advice on scope and HCM best practices from OPM available

Contract Information

	HCaTs & HCaTS SB
Contract Access Fee (CAF)	The CAF is two (2) percent to be applied to the total price for contractor performance. Payment is made by the contractor.
Facility Clearances	All clearance levels may be added as requirements at the task order level.
Pool 1 NAICS (\$11 Million Size Standard)	611430 - Professional and Management Development Training 611699 - All Other Miscellaneous Schools and Instruction 624310 - Vocational Rehabilitation Services
Pool 2 NACIS (\$15 Million size Standard)	541611 - Administrative Management and General Management Consulting Services 541612 - Human Resources Consulting Services 541613 - Marketing Consulting Services 541618 - Other Management Consulting Services 611710 - Educational Support Services

Contract Information

	HCaTS	HCaTS SB
Number of Contractors	Total: 79	Total: 45
Pool 1	35 Contractors SB: 5 VOSB: 3 SDVOSB: 3 WOSB: 1	10 Contractors 8(a): 1 VOSB: 3 SDVOSB: 3 WOSB: 2 EDWOSB: 1
Pool 2	44 Contractors SB: 9 SDVOSB: 5 WOSB: 2	35 Contractors 8(a): 5 HUBZone: 2 VOSB: 10 SDVOSB: 9 WOSB: 7
Subcontracting Goals	Minimum goals of 50% with additional goals for socio-economic subgroups	Not Applicable

Flexible and Easy to Use

- Flexibility at the task order level
 - Comprehensive, customized solutions to complex requirements, rather than contracting separately for each requirement type
 - Use any contract type or hybrid blend of contract types
 - Attain small business participation goals
 - Tailor Contract Line Item Number (CLIN) structures to task order requirements
 - Support activities in the Continental United States (CONUS) and Outside the Continental United States (OCONUS)
 - Manage classified and unclassified activities
 - Add labor categories at the task order level
 - Incrementally fund task orders as needed
 - Access transactional data and data analytics for spend analysis and market research

Scope

- Scope can span all three Key Service Areas (KSAs) for a total solution
- Man include ancillary services and other direct costs (ODCs) at the task order level as needed
- Commercial or non-commercial services may be purchased
- CONUS and OCONUS activities supported
- Supports classified or unclassified projects
- Includes provisions for an agency to align with the Human Capital Framework (5CFR 250) and to fulfill the goals of Category management and the GPRA Modernization Act of 2010



Scope (*continued*)

KSA 1- Customized Training and Development Services

- Customized Training Services
 - Examples: develop curriculum and provide training through traditional in-person, and virtual courses, seminars, webinars, and workshops; Design, develop, deploy, deliver and/or refresh agency School, University, Academy or Distance learning initiatives (excludes acquisition of Learning Management System and Content Management System). Also includes Job Training and Vocational Rehabilitation services.
- Customized Employee Development Services
 - Examples: design, develop, implement, and evaluate the effectiveness of: a leadership program, a seminar series for executives, coaching, supervisory training, and a program for aspiring leaders.

Scope (*continued*)

KSA 2 - Customized Human Capital Services

- Covers a broad range of human resources services including: Talent Management, Human Capital Management, Integrated Business Management, Change Management, Performance Management, Employee Value Proposition, Knowledge and Competency Management.
 - Examples: Conduct a workforce analysis, construct a competency model and identify gaps based on the analysis, and develop and implement a plan to close the gaps.
 - Examples: Create a comprehensive staffing plan based on mission and strategic goals, create an action plan aligned to the staffing plan for each of the next five years, create a communications plan to support a staffing initiative, and conduct an evaluation of the results with recommendations for improvement throughout the lifecycle of a human resources project.

Scope (*continued*)

KSA 3 - Customized Organizational Performance Improvement (OPI)

- Organization of people, procedures, tools and data around business processes including the associated organizational change management requirements.
 - Examples: Support organizational transformation; pursue process improvements; develop/deploy data analytics/insights to improve data-driven decision-making; create change management plans; plan and support information sessions with stakeholders and employees; pursue managed services arrangements.
 - Examples: Redesign grants administration process, to include IT systems support; support transition to new process with training; evaluate cost efficiency of new process.

Scope (continued)

- Ancillary Support may be used to create a total solution
 - Ancillary Support Services (i.e. administrative support, IT services, other professional and non-professional services, etc.) **must be integral and necessary** for the HCaTS-based solution.
 - Ancillary Material and Equipment (hardware, software, licenses, etc.) may be purchased for the HCaTS-based solution.
 - Temporary staff augmentation capabilities to back-fill duties of people assigned to major HCaTS projects available so that government participation can be maximized without affecting mission or service delivery (typically 12 months or less).



How to use HCaTS

HCaTS Direct

The Requesting Agency conducts the acquisition and administers the order (Must obtain a Delegation of Procurement Authority first).

Optional, no-cost scope and requirements advisory services are available from OPM and GSA.*

HCaTS Assisted

Turnkey acquisition services are provided by OPM/GSA. Included are pre-solicitation requirements formulation, solicitation/award activities and post-award support services. OPM/GSA conduct the acquisition and administer the task order on behalf of Requesting Agency for a fee.

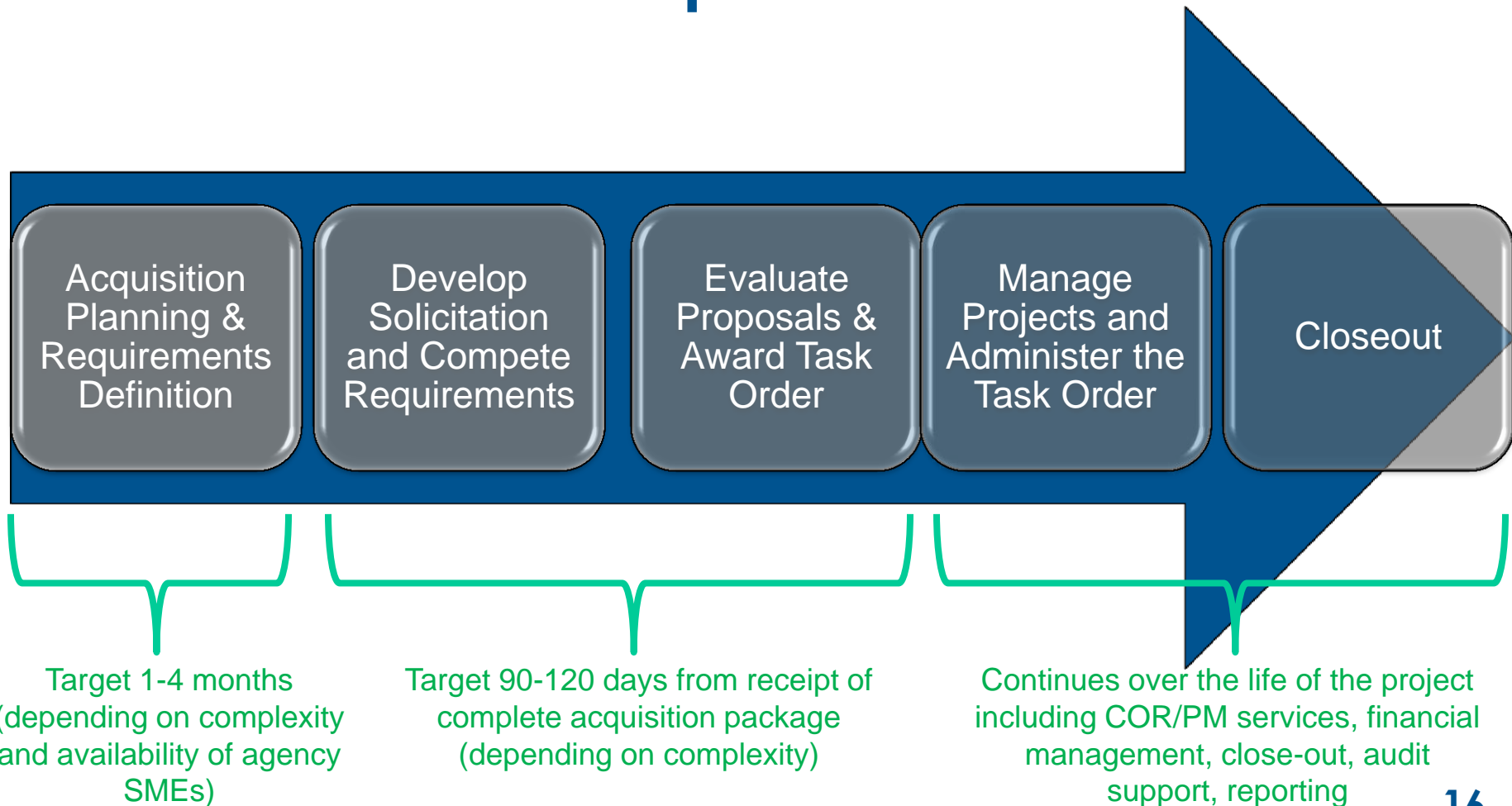
Direct Acquisition

Pre-Solicitation Scope Guidance

- Ordering Contracting Officers must attend a Delegation of Procurement Authority (DPA) training and receive a DPA before issuing task orders under HCaTS
- OPM HC consultants can provide advice in preparing your requirements. Consultations are free and can include:
 - Scope/cost and small business advice
 - HCM best practices and policies
 - Performance measures/effectiveness of solutions
- Please visit [HCaTS' website](http://www.gsa.gov/hcats) (www.gsa.gov/hcats) for more information on having an optional scope review conducted on your requirement



HCaTS Assisted Acquisition Services



Assisted Acquisition

- OPM's TMA Program can help your agency through the entire acquisition process
- Services include:
 - Assisting with market research, small business planning, cost estimating and development and preparation of the requirements package
 - Soliciting the requirements on the appropriate HCaTS contract vehicle
 - Providing post-award Contracting Officer's Representative (COR) and Project Management services
 - Administering financial management and close-out services

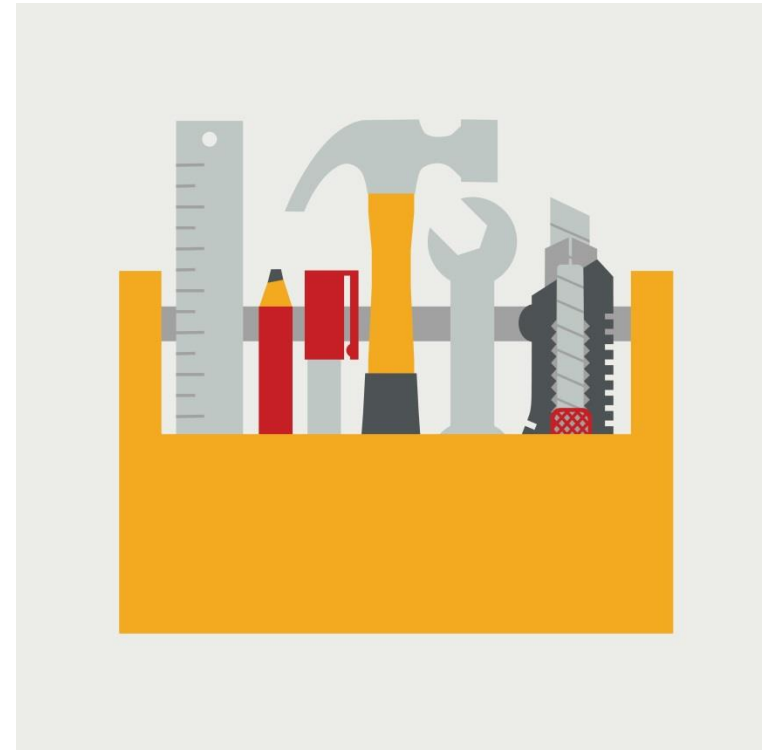
- Contact information

- Email: TMAP@opm.gov
- Phone: (202) 606-0482



Tools for Ordering Offices

- HCaTS Website
 - Contracts and Contractor Information
 - FAQs and Ordering Guide
 - Scope Review Request
 - <https://gsa.gov/hcats>
- Acquisition Gateway - Human Capital Hallway
 - Up to date resources on Human Capital Acquisition Category
 - HCaTS requirements library with sample Statements of Requirements such as Performance Work Statements (PWS), Statements of Objectives (SOO) and Statements of Work (SOW)
 - <https://hallways.cap.gsa.gov/app/#/gateway/human-capital>



Tools for Ordering Offices (*continued*)

➤ www.ebuy.gsa.gov

- GSA's eBuy, is an online Request for Quote (RFQ) / Request for Proposal (RFP) system designed to allow Federal buyers to request information, find sources, and prepare RFQs / RFPs
- Ordering offices are highly encouraged to use the GSA eBuy system for the RF# portion of the fair opportunity process
- For training on the GSA eBuy system, a link is available on the eBuy homepage

Summary

- Provides for Innovative, Comprehensive, Customized Human Capital, Training and Development and Organizational Performance Improvement Solutions
- Agency direct purchasing (through DPA) and Assisted Acquisition options available
- Well-vetted, best-in-class Contractors with broad, substantial experience
- Flexible, easy-to-use IDIQ contract vehicles that reduce procurement lead times

Summary (continued)

- All contract types/hybrids allowed
- Meet or exceed Small Business goals
- Protest limitations
- Exceptional client support
- Contractor performance is enforced at the master contract level

General Contact Information

HCaTS Website:

www.gsa.gov/hcats

HCaTS (Full and Open) Email:

hcats@gsa.gov

HCaTS Small Business Email:

sbhcats@gsa.gov

Direct Acquisition

202-606-1637

HCaTSDirect@opm.gov

Assisted Acquisition

202-606-0482

TMAP@opm.gov

Questions



THANK YOU